



FOREIGN AFFAIRS MANUAL

6 FAM – General Services

Change Transmittal: GS-178

Date: August 28, 2014

6 FAM 1720

USE OF AUDITORIUMS, CONFERENCE ROOMS, AND OTHER MEETING PLACES

Summary of Changes

1. This subchapter has been revised to reflect current policy and procedures regarding the use of auditoriums, conference rooms and other meeting places.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The office responsible for the material in this subchapter is the Office of General Services Management (**A/OPR/GSM**); direct questions concerning content substance and interpretation to this office. For administrative questions on the Foreign Affairs Manual and Handbooks, contact The Office of Directives Management (A/GIS/DIR).

Filing Instructions (Paper Copies)

1. Remove and discard the old 6 FAM 1720 (TL:GS-124; 04-16-2004) and insert the new (CT:GS-178; 08-28-2014).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for the appropriate CT and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version

are on the State Department's Intranet site.

2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.